G.C.E. O/L Grade 10 ICT · Lesson 6

6.5 Spelling, Grammar, Page Setup and Printing

Before you hand in or print a document you must **proofread** it and **set up the page**. In this note you will learn how to use the **spelling and grammar check**, **Find and Replace**, **page setup** (paper size A4/Letter/Legal, margins, orientation), how to choose a **printer**, and the **print options** – number of copies, page range such as **1-3,5**, current page – and **print preview**, in Word, Writer and Google Docs.

1. Spelling and grammar check

- A **red wavy line** = possible spelling mistake; a **blue (double) line** = possible grammar or style problem.
- Right-click the word to choose a suggestion, **Ignore**, or **Add to Dictionary** (for names like 'Kurunegala').
- Full check: Word – Review → Editor / Spelling & Grammar (**F7**); Writer – Tools → Spelling (F7); Docs – Tools → Spelling and grammar.
- Set the correct **language** (English (UK), Sinhala) or the checker marks good words as wrong.

> 💡 The checker cannot find every mistake: 'their' instead of 'there' or a wrong date may not be marked. Always read it yourself too.

2. Find and Replace

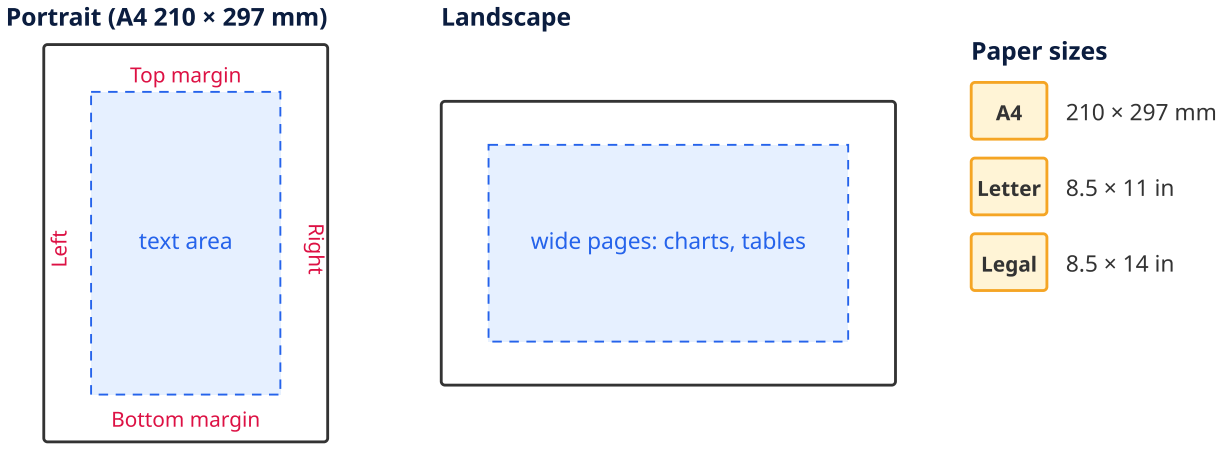
Find (Ctrl+F)
Searches for a word and highlights every place it appears.

Replace (Ctrl+H)
Finds a word and changes it to another: **Replace** one at a time or **Replace All**. Example: replace 'Colombo 07' with 'Colombo 7'.

Options: **Match case** (only 'ICT', not 'ict') and **Find whole words only** ('cat' but not 'education'). Google Docs: Edit → Find and replace (Ctrl+H).

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3. Page setup



Margins are blank spaces around the text area. Portrait is tall; landscape is wide.

Setting	Meaning / example	Where (Word)
Paper size	A4 (210 × 297 mm) – used in Sri Lanka; Letter (8.5 × 11 in) and Legal (8.5 × 14 in) – used in the USA	Layout → Size
Margins	Space between the text and the edge of the paper: top, bottom, left, right (Normal = 2.54 cm)	Layout → Margins
Orientation	Portrait (tall) for letters; Landscape (wide) for wide tables, charts, certificates	Layout → Orientation

LibreOffice Writer: Format → Page Style → Page. Google Docs: File → Page setup.

4. Printing

Open the print screen with **Ctrl+P** (File → Print). Word shows **Print Preview** on the right – check the layout before wasting paper.

Option	Example
Printer	Choose the printer, e.g. ‘Lab-Laser-01’ or ‘Microsoft Print to PDF’
Copies	Copies: 30 – one for each student
Print All Pages	Every page of the document
Print Current Page	Only the page where the cursor is
Custom page range	**1-3,5** prints pages 1, 2, 3 and 5 (4 pages)
One-sided / two-sided	Print on both sides to save paper
Collated	Prints full sets 1,2,3 1,2,3 instead of 1,1 2,2 3,3

> 💡 Exam tip: count pages in a range carefully. ‘2-4,7,9-10’ = 2,3,4,7,9,10 = 6 pages. With 3 copies = 18 sheets (one-sided).

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NEW 2026 Instead of printing, use **Export to PDF** or 'Microsoft Print to PDF' and share the file – it saves paper and ink.

Key Words

Spelling and grammar check – Tool that marks and corrects spelling and grammar mistakes (F7).	**Add to Dictionary** – Teaches the checker a correct word such as a name.
Find – Searches for a word in the document (Ctrl+F).	**Replace** – Changes a found word to another word (Ctrl+H).
Match case – Find only words with the same capital letters.	**Page setup** – Settings for paper size, margins and orientation.
A4 – Paper size 210 × 297 mm.	**Margin** – Blank space between the text and the paper edge.
Portrait – Tall page orientation.	**Landscape** – Wide page orientation.
Page range – Pages to print, e.g. 1-3,5.	**Print preview** – Shows how pages will look when printed.

Sample Q&A

1. What do red and blue wavy lines mean?

Answer: Red – possible spelling mistake; blue – possible grammar/style problem.

2. Difference between Find and Replace?

Answer: Find only locates a word; Replace locates it and changes it to another word.

3. Which pages print for the range 1-3,5?

Answer: Pages 1, 2, 3 and 5 (4 pages).

4. When would you use landscape orientation?

Answer: For wide content: big tables, charts, certificates, posters.

5. What is a margin?

Answer: The blank space between the text and the edge of the paper (top, bottom, left, right).

6. Why use print preview?

Answer: To check layout and page breaks before printing, saving paper and ink.

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MCQ

1. Which key starts the spelling and grammar check in Word?

A. F7
B. F5
C. F1
D. F12

2. A red wavy line under a word means…

A. The word is bold
B. It is a hyperlink
C. Track changes is on
D. Possible spelling mistake

3. Your village name is marked wrong but it is correct. Choose…

A. Delete
B. Add to Dictionary
C. Replace All
D. Cut

4. Shortcut for Find and Replace is…

A. Ctrl+R
B. Ctrl+H
C. Ctrl+G
D. Ctrl+F12

5. To change every ‘colour’ to ‘color’ at once, click…

A. Replace All
B. Find Next
C. Cancel
D. Replace

6. The paper size most used in Sri Lankan schools is…

A. Letter
B. Legal
C. A4
D. A0

7. Which paper size is the longest?

A. A5
B. Legal (8.5 × 14 in)
C. Letter (8.5 × 11 in)
D. A4 (297 mm ≈ 11.7 in)

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8. A wide certificate should use…

A. Read Mode
B. Draft view
C. Landscape
D. Portrait

9. Blank space around the edge of the page is the…

A. Gutter only
B. Header
C. Indent
D. Margin

10. Page range ‘1-3,5’ prints how many pages?

A. 4
B. 5
C. 2
D. 3

11. Printing ‘2-4’ with 5 copies, one-sided, uses how many sheets?

A. 5
B. 20
C. 15
D. 10

12. Print Current Page prints…

A. All pages
B. The last page
C. The first page
D. The page where the cursor is

Structured Questions

1. (i) What does a spelling and grammar checker do? (2 marks)
(ii) Give one mistake it may not find. (1 mark) *(3 marks)*

> (i) Marks possible spelling (red) and grammar (blue) mistakes and suggests corrections. (ii) A real but wrong word, e.g. ‘their’ for ‘there’, or a wrong fact/date.

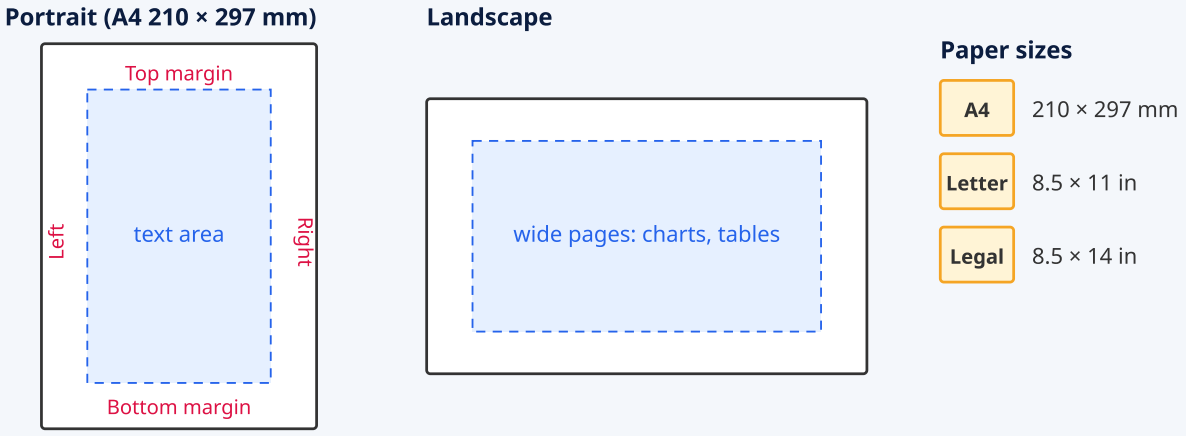
2. A report has the name ‘Kamal’ 25 times but it should be ‘Kamala’. Explain the fastest way to correct it. *(3 marks)*

> Ctrl+H → Find what: Kamal → Replace with: Kamala → tick Find whole words only → Replace All.

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3. Draw a page and label the four margins. State when to use portrait and landscape. *(4 marks)*

Top, bottom, left, right margins around the text area. Portrait – letters, essays; landscape – wide tables, charts, certificates.



Model diagram: margins and orientation.

4. A teacher needs 40 copies of pages 1, 2, 3 and 6 of a worksheet. (i) Write the page range. (ii) How many sheets (one-sided)? (iii) Name one way to save paper. *(4 marks)*

(i) 1-3,6 (ii) 4 × 40 = 160 sheets (iii) Print two-sided, print preview first, or share as PDF.

5. List four options in the Print dialog. *(4 marks)*

Printer selection, number of copies, page range (all / current / custom), one/two-sided, collated, orientation, paper size.

Summary

- Red line = spelling, blue line = grammar; F7 runs a full check.
- Add to Dictionary for correct names; still proofread yourself.
- Find Ctrl+F, Replace Ctrl+H, Replace All; Match case, whole words.
- Paper: A4 210 × 297 mm, Letter 8.5 × 11 in, Legal 8.5 × 14 in.
- Margins: top, bottom, left, right. Orientation: portrait (tall) / landscape (wide).
- Print: Ctrl+P – printer, copies, all / current / custom pages.
- 1-3,5 = pages 1, 2, 3, 5. Sheets = pages × copies.
- Use print preview and PDF to save paper.

MCQ answer key – 6.5

1. **A** – F7.
2. **D** – Red = spelling.
3. **B** – Adds the word permanently.

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4. **B** – Ctrl+F Find, Ctrl+H Replace.
5. **A** – Replace All changes all.
6. **C** – A4 210 × 297 mm.
7. **B** – 14 in is the longest.
8. **C** – Landscape is wide.
9. **D** – Margins.
10. **A** – 1,2,3,5.
11. **C** – 3 pages × 5 = 15.
12. **D** – Current = cursor page.

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